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Subject: Technical Report Writing

Q (1) What is an abstract, explain in detail?

Ans: Abstract:

An Abstract is a summary of the whole technical report. It's sometimes called the 'Summary' or the 'Executive Summary'. It comes right at the beginning of a report, on its own page, and usually after the Title page. Because the Abstract is a summary of the whole report, it's also the last thing you will write.

Why write an abstract?

You may write an abstract for various reasons. The two most important are selection and indexing. Abstracts allow readers who may be interested in a longer work to quickly decide whether it is worth their time to read it. Also, many online databases use abstracts to index larger works. Therefore, abstracts should contain keywords and phrases that allow for easy searching.

When do people write abstracts?

- When submitting articles to journals, especially online journals
- When applying for research grants
- When writing a book proposal
- When completing the Ph.D. dissertation or M.A. thesis
- When writing a proposal for a conference paper
- When writing a proposal for a book chapter

Common misconceptions about abstracts:

Perhaps the two most common misconceptions are that the abstract is a table of contents or an introduction. An abstract is neither of these. Just because it appears first in a paper does not mean that it is an integral part of the paper. Abstracts should be able to stand alone.

How can you tell if what you have written is an abstract or not? Ask yourself the following questions: Does my abstract summarize all the most important points in my paper? If someone reads my abstract will they get all the main points that I want to make in the paper? Does my abstract stand alone or does it lead to other parts of the paper? If the latter is true, chances are good that you have not written an abstract.

Q (2) Explain the process of technical report writing?

Ans: Introduction:

- Technical reports are often prepared for sponsors of research projects.
- Technical reports are today a major source of scientific and technical information. They are prepared for internal or wider distribution by many organizations.
- There are no absolute rules about the details of report production, because every report must be totally adapted to the needs of its reader.
- Flexibility and adaptation may be useful, but only to make the report more accessible to the reader.

Objectives:

The objectives of a report identify exactly what information it covers, for whom it is written and why it should be produced; these objectives should be clear to the writer long before the process of writing starts.

Rules of writing report:

- The reader is the most important person.
- Keep the report as short as possible.
- All references should be correct in all details.
- The writing should be accurate.
- The right diagram with the right labels should be in the right place for the reader.
- Reports should be checked for technical errors, typing errors.

Format:

The full format of report can be as follows:

- Title page
- Summary
- Table of contents
- Introduction/Scope
- Procedure/Body Text
- Conclusions
- Recommendations
- References
- Appendices

Title page:

The title page is the first page of the report. It should contain:

- The title and author's name.

- The report reference number and date if available.
- The company's name and logo if desired.
- A statement of copyright if needed.

Summary:

The summary provides a brief overview of the substance of the report, usually no more than half a page. The summary should outline all the key features of your report, including the topic, what you did and how you did it.

Table of contents:

The content page sets out the sections and subsections of the report and their corresponding page numbers.

Introduction:

The introduction includes:

- The background to the topic.
- A clear statement of the purpose of the report.
- A clear statement of the aims of the project.

Body of report:

This is the main part of report where you present your work. All the details of your work must be included here.

Conclusion:

The conclusion section provides an effective ending to your report.

References:

A reference shows that information comes from another source and also give the details of these sources.

Appendices:

Appendices contain material that is too detailed to include in the main reports, such as raw data or detailed drawings. Usually each appendix must be given a number and title.

Q (3) What is Library, also explain the rules of library?

Ans: Definition:

A place where books, magazines, and other materials (such as videos and musical recordings) are available for people to use or borrow but not for sale.

Rules of library:

- Carry your student ID card with you when you enter the library.
- Do not take any book or other library material out of the library without following the borrowing procedures.
- Make sure to return the borrowed items by the due date.
- In case any of the borrowed items being lost, damaged, or destroyed, you are required to replace the lost /damaged/destroyed item with a new one.
- Never write in books or cut pages out of them.
- Return books/materials to their original location on the bookshelf.

Manners to obey:

- Any food is not allowed to have in the library. Only drink bottles with a cap that could be tightly closed are permitted in the reading room.
- Using of mobile phones is prohibited. Switch your mobile phone off and keep it in your bag, etc. while you are in the library.
- Private conversations are not permitted. Even talking in a whisper or standing and chatting may be disturbing to others. Strictly prohibited from doing the above.
- Refrain from leaving your baggage, etc. on library chairs/sofas, and avoid taking up two seats by sitting on one and putting your baggage, clothes, etc. on the other. Also, please be sure not to leave valuables unattended.